

Message Text

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PAGE 01 STATE 136723
ORIGIN SS-15

INFO OCT-01 ISO-00 EUR-12 SSO-00 OC-06 CCO-00 /034 R

DRAFTED BY S/S-S:DJPLANTY:CJE

APPROVED BY S/S:PTARNOFF

S/S-S:LJREDDY

S:DSPIEGEL

-----132254Z 054934 /66

O 132210Z JUN 77

FM SECSTATE WASHDC

TO AMEMBASSY PARIS IMMEDIATE IMMEDIATE

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E.O. 11652: N/A

TAGS: OVIP (VANCE, CYRUS R.) FR

SUBJECT: SECRETARY'S PARTICIPATION IN OECD MINISTERIAL:
SECRETARIAT STAFF REQUIREMENTS

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE FOR ALL MATTERS CONCERNING THE PREPARATION OF BRIEFING MATERIAL FOR HIS USE AND COORDINATES THE ACTIVITIES OF THE OFFICIAL PARTY. S/S ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING TO AND FROM THE PARTY (SEE SEPTEL ON CABLE TRAFFIC) AND LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY.

2. S/S PERSONNEL: S/S OFFICERS DONALD J. PLANTY, GEOFFREY CHAPMAN AND SECRETARIAL ASSISTANTS CARLYN ELLIOTT AND NANCY BOSHoven WILL ARRIVE PARIS ABOARD THE SECRETARY'S AIRCRAFT JUNE 23. THERE WILL BE NO RPT NO S/S ADVANCE TEAM.

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3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S LIAISON OFFICER TO PROVIDE FULLTIME ASSISTANCE TO S/S. THIS MUST BE A MIDDLE-GRADE SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE POST

AND HOST GOVERNMENT FUNCTION. HE OR SHE SHOULD BE FULLY

READ INTO POST PREPARATIONS FOR THE VISIT(INCLUDING ALL SCHEDULE/SCENARIO DETAILS) AND PREPARED TO BRIEF THE S/S TEAM UPON ARRIVAL. HE OR SHE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED OR TRANSMITTED RELATED TO THE VISIT, INCLUDING NODIS, IS MAINTAINED FOR S/S TEAM. PLEASE CABLE NAME OF S/S LIAISON OFFICER TO THE DEPARTMENT. SINCE THERE WILL BE NO S/S ADVANCE, LIAISON OFFICER IS REQUESTED TO PROVIDE PLANE TEAM WITH THE FOLLOWING UPON ARRIVAL:

-- SCHEDULE FOR COURIERS (TWO PER SHIFT) TO AND FROM CONFERENCE CENTER DURING SECRETARY'S PARTICIPATION AT CONFERENCE SESSIONS AND BILATERAL MEETINGS. A SEPARATE COURIER SCHEDULE BETWEEN EMBASSY AND RESIDENCE ALSO NECESSARY DURING SECRETARY'S STAY THERE.

-- 24-HOUR SCHEDULE FOR SECRETARIES (TWO PER SHIFT) WITH A THIRD SECRETARY ON CALL AT ALL TIMES. SECRETARIES AND COURIER SHIFTS SHOULD BEGIN AT 0600 DAILY BEGINNING THURSDAY, JUNE 23. IF POSSIBLE, ONE OR TWO SECRETARIES SHOULD HAVE PRIOR EXPERIENCE ASSISTING S/S.

-- A COMPREHENSIVE PHONE LIST SHOULD BE PROVIDED INCLUDING KEY NUMBERS AT THE EMBASSY, RESIDENCE AND OECD CONFERENCE SITE.

4. C&R SHOULD PROVIDE S/S WITH A FULL TELEGRAPHIC TAKE TO BEGIN AT 0100 PARIS TIME 6/23. S/S SHOULD BE PROVIDED WITH 15 COPIES UP TO NODIS AND TEN COPIES NODIS AND ABOVE. LIMITED OFFICIAL USE

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SPECIAL CAPTION TRAFFIC SHOULD BE DELIVERED TO S/S TEAM ONLY.

5. MEDIA REPORTS: ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTER WILL BE NEEDED ON 24-HOUR BASIS. FIVE PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. THIS SERVICE SHOULD START AT 0600 THURSDAY, JUNE 23. POST SHOULD ARRANGE TO HAVE MACHINES RUN UNATTENDED BETWEEN 2300 AND 0500. THE FOLLOWING CRITERIA APPLY:

-- REPRODUCE EACH STORY - DO NOT FURNISH ORIGINALS TO S/S. EACH STORY SHOULD BEGIN ON A NEW PAGE. DO NOT REPRODUCE TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.

-- ON SECRETARY'S COPY ONLY (ITSELF A PHOTO COPY OF THE ORIGINAL), ATTACH A ONE OR TWO-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT

OR OPINION TYPED ON THREE-BY-FIVE INCH NOTEBOOK PAPER AND
STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE OF
EACH STORY.

-- INDIVIDUALS SUPERVISING THIS FUNCTION SHOULD CONFER
WITH S/S TEAM TO ASSURE UNDERSTANDING OF PROCEDURES.
THIS INDIVIDUAL SHOULD NOT BE THE S/S LIAISON OFFICER.

TEN COPIES OF THE LEADING ENGLISH LANGUAGE DAILIES, SUCH
AS THE INTERNATIONAL HERALD TRIBUNE, SHOULD BE MADE
AVAILABLE TO S/S BY 0600. TEN COPIES OF THE USIS WIRELESS
FILE SHOULD BE PROVIDED TO S/S AS SOON AS RECEIVED. US
CURRENT NEWS WEEKLIES, I.E., TIME, NEWSWEEK, SHOULD ALSO
BE MADE AVAILABLE. VANCE

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Message Attributes

Automatic Decaptoning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Sent Date: 13-Jun-1977 12:00:00 am
Decapton Date: 01-Jan-1960 12:00:00 am
Decapton Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 22 May 2009
Disposition Event:
Disposition History: n/a
Disposition Reason:
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Enclosure: n/a
Executive Order: N/A
Errors: N/A
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From: STATE
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ISecure: 1
Legacy Key: link1977/newtext/t19770662/aaaaccdj.tel
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Office: ORIGIN SS
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators: n/a
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: n/a
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 02-Mar-2005 12:00:00 am
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 2171225
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Type: TE
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